



The LA Organizer

NAPO-LA's newsletter

Volume 9, Issue 7

June 2002

The President's Message

Program Director's Note: Next Meeting

LOOKING FORWARD: High Standards and Technological Advances

Tanya Whitford, *Organizing Wonders*

While we are almost halfway through the calendar year, June is a time of renewal for our Chapter: incoming board members assume their new roles and previous board members take a much deserved break. It is a time of enthusiasm and bustling energy as well as a time of reflection and learning. Each board member receives a binder to provide some history and to guide her or him in their respective new role. I have learned a lot from looking through my "President's Binder."

Our Chapter is Amazing! NAPO-LA has been run for years by incredibly resourceful, dedicated people. It is impressive to see how much each board accomplished in the past, and it is exciting to ponder what is possible now and in the future.

Some Things Stay the Same. For years, each board has encountered many of the same issues. How do we increase member attendance at meetings? How do we meet the needs of veteran organizers? There are also members who actively volunteer today just as they did eight years ago. We are so lucky to have these hardworking, devoted members.

Some Things Change. The days of mailing agendas and meeting minutes at the post office are a distant memory.

Now our newsletters are electronic and in color. The ways in which we are capable of using our new website are staggering: paying renewals online with a credit card, updating our membership directory, using @napola.org e-mail addresses, posting questions and concerns to our forum, selling products.... There are so many electronic advancements: we have yet to take advantage of them all.

Later this month, the new Board will have a retreat. It is a long, but invigorating, day when we figure out how we will uphold the high standards that have come before us and brainstorm new and different possibilities for the future. Marilyn Crouch and Jessica Duquette have graciously agreed to remain in their respective positions of VP/Membership and Treasurer. Dorothy Breininger is now our Past President. The Board is rounded out with newcomers Justine Miceli as Program Director, Kathleen Klein as Communications Director, and Robin Davi as Secretary. I look forward to working with such a talented group!

If you have any questions or concerns that you would like us to discuss at our Board retreat, please let one of us know. We would love to hear from you. And if you would like to attend one of our regular Board meetings, please contact me at TanyaWhitford@napola.org.

QUALITY CIRCLE: By Popular Demand

Justine Miceli, *Justine Miceli Organizing*

At the June meeting we will divide into two groups, or Quality Circles. Each circle will have a facilitator to lead a discussion based on questions that members have submitted. Whether you are a long-time NAPO member or you just joined, this program will give you ideas, insight, and inspiration. Take advantage of this wonderful opportunity to learn and share. Please submit discussion questions to JustineMiceli@napola.org.

Thank you to our May meeting speaker Tim Cashin from Symantec Corporation for a very informative presentation and for providing all meeting attendees with a copy of Norton Internet Security software. For information on viruses and how to keep your computer safe, go to <http://www.symantec.com>.

Regular Features

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Who's Who in NAPO-LA

2002-2003 OFFICERS

| | |
|-------------------------------------|--------------------|
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| Communications Director | Kathleen Klein |
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| Secretary | Robin Davi |
| <i>RobinDavi@napola.org</i> | (805) 522-9687 |
| Treasurer | Jessica Duquette |
| <i>JessicaDuquette@napola.org</i> | (818) 438-7364 |
| Past President | Dorothy Breininger |
| <i>DorothyBreininger@napola.org</i> | (818) 710-8923 |

COORDINATORS & COMMITTEE CHAIRS

| | |
|--------------------------------|--------------------------------|
| Associate Member Coordinator | Barb Schmit |
| Chapter Historian | OPEN |
| Client Referrals Coordinator | Diane Ridley |
| Database/Yellow Pages | Shawna Smith |
| Ethics Committee | Sheila McCurdy |
| Golden Circle Advisor | Ann Gambrell |
| Greeting Coordinator | Toni Scharff |
| Meeting Assistant | Debra Frank |
| Member-at-Large | Carolyn Strauss |
| New Member Coordinator | Marilyn Crouch |
| New Member Orientation | Jean Furuya Ann Gambrell |
| Prospective Member Coordinator | Robin Davi |
| Public Relations | Heather Thompson |
| Special Projects Coordinator | Jean Furuya |
| Webmasters | Shawna Smith Tanya Whitford |
| Website Coordinator | Toni Scharff |
| Workshop Director | OPEN |

LA ORGANIZER STAFF

| | |
|--------------------------------|---|
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| Distributor | Kathleen Klein |

The LA Organizer

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DEADLINE The first of the month for any submission.

ADVERTISEMENTS

| Size | Members | Nonmembers |
|--------------------|---------|------------|
| 3-line classified | \$5.00 | \$10.00 |
| Business card size | \$10.00 | \$20.00 |
| Quarter page | \$25.00 | \$50.00 |
| Half page | \$35.00 | \$70.00 |
| Full page | \$50.00 | \$100.00 |
| Full page insert | \$85.00 | \$150.00 |



The mission of the National Association of Professional Organizers is to encourage the development of Professional Organizers, to promote recognition of and to advance the professional organizing industry.

NAPO/ASMI Headquarters

PO Box 140647

Austin, TX 78714-0647

(512) 206-0151 (prospective members)

(512) 454-8626 (current members only)

(512) 454-3036 Fax

www.napo.net

napo@assnmgmt.com

NATIONAL MEMBERSHIP ANNUAL DUES

| | |
|---|-------|
| Individual (renews on member's anniversary) | \$200 |
| Associate-Corporate | \$550 |
| Associate-Branch | \$150 |
| Associate-Local | \$250 |
| New Member (one-time processing fee) | \$20 |
| National NAPO Name Badge | \$10 |

MISSION STATEMENT—NAPO-LA

NAPO-LA is an organization dedicated to bringing Southern California Area Organizers together through networking, education, professional growth, industry updates, support, and public awareness.

NAPO-Los Angeles

PMB 134, 10573 W. Pico Blvd.

Los Angeles, CA 90064

HOTLINE (213) 486-4477

www.napola.org

CHAPTER MEMBERSHIP

National Membership required

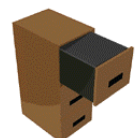
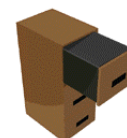
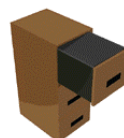
Includes electronic newsletter

ANNUAL DUES

| | |
|---|-------|
| Individual (Oct. 1st-Sept. 30th) | \$75 |
| Out-of-State Individual (Oct. 1st-Sept. 30th) | \$50 |
| Associate Member (Oct. 1st-Sept. 30th) | \$150 |
| New/Lapsed Member Processing Fee | \$10 |
| Meeting Fee | \$7 |

NONMEMBERS

| | |
|----------------------------------|------|
| Newsletter Subscription (annual) | \$25 |
| Meeting Visitor Fee | \$15 |



CLICK HERE

Jessica Duquette, Treasurer
In Perfect Order Organizing Solutions

Warm summer greetings to you all! This edition of *Click Here* is about saving you time and money and couldn't we all use a little more of those?

My first pick is a nifty site where you can make restaurant reservations in several cities (including, of course, our fair metropolis). This may be very handy for you or your clients when time is short.

Click Here: <http://www.opentable.com>

Are you pinching pennies, or do you just hate to pay more for gasoline? Here's a great site where you can just plug in your zip code and find the cheapest gas in your neck of the woods!

Click Here: http://www.gaspricewatch.com/USGas_index.asp

If you or your clients have a collection or large quantity of items to sell on eBay, but don't have the time or the inclination—or know-how—to put up their own auction, eBay® now offers a listing of Trading Assistants in your local area, experienced eBay users who have made themselves available to help you sell your items on eBay for a fee. They are not employees, consultants or independent contractors employed by eBay.

Click Here: www.ebay.com/tradingassistants

Thinking of a major purchase and not sure how to find the best quality for the best price? First, obtain consumer opinions on many products.

Click Here: www.epinions.com.

Next, compare the best prices.

Click Here: www.pricescan.com.

Good luck and remember to stop and enjoy the flowers!

ASK THE ORGANIZER

Glorya Belgrade Schklair, *The Practical Organizer*

Q. How can I renew my State of California registered Service Mark, which is due to expire?

Q. How do I obtain a trademark for a product that I am interested in selling?

A. I found the answers to these two questions by sending an email to PrinTEAS@USPTO.gov, requesting email printable forms that will allow me to accomplish both objectives. What follows is the answer I received:

1) Please call the State of California at (916) 445-9872. They should be able to provide this information.

2) You need to explore the links below for more information about Trademarks. You would need to (at a minimum) search the TESS database for the same or similar marks in the same or related products and services. You may want to look for existing organizations and/or companies that you are familiar

with to see what they have done. You need to describe your goods and services clearly under the goods and services section of the application. Whatever appears on your drawing page is your MARK.

Apply Online.

<http://www.uspto.gov/teas/index.html>

Search Trademark Database.

<http://tess.uspto.gov/bin/gate.exe?f=tess&state=8gjgc.1.1>

Search Status of Existing Application.

<http://tarr.uspto.gov/>

Basic Facts about Trademarks.

<http://www.uspto.gov/web/offices/tac/doc/basic/>

Main Trademark Website.

<http://www.uspto.gov/web/menu/tm.html>

Search for Goods & Services Classes.

<http://www.uspto.gov/web/offices/tac/doc/gsmmanual/>

Abbreviated Minutes May Board Meeting

Marianna Long, Secretary, *Spacial Consultants*

1. For "Go Week" in October, our chapter's community outreach program will go to Break the Cycle's administration offices, a project similar in scope to our work last year at the LA Free Clinic.
2. New member recruitment ideas were discussed.
3. Chapter receives \$200.00 for each Affinityscape referral.
4. Our remaining inventory of forty-three T-shirts was sold at conference.
5. LA Chapter table display was the winner at the conference. Prize was a banner.
6. At the May meeting a vote was put to the Chapter regarding the elimination of the President Elect Board position and the reinstatement of the Immediate Past President Board position as a voting member. NAPO-LA has been unable to fill the position of President-Elect since the bylaw change was made three years ago. Reinstating the Immediate Past President as a voting member will provide a more active, knowledgeable, decision-making team. This action was unanimously approved by all members in attendance.

MOVING ON

Janet Aird, *Janet and Company Organizing*

By the time most seniors are ready to move to a retirement home, they have more than one dusty gift stashed in the back of their bedroom closet. They also have heirlooms ready for the day their children will want them, shoeboxes full of photographs and old letters, and enough kitchen utensils to cook a holiday dinner for thirty—which they haven't done since their mother-in-law died.

They have more stuff than younger people do, simply because they've had more time to accumulate it. And they have more trouble parting with it. Sometimes it reminds them of people or of times in their lives they don't want to forget. Sometimes they feel guilty just thinking of getting rid of it.

The hardest things to part with are the sentimental ones. To help your clients, try asking them these questions:

- Do you need this?
- Does it give you pleasure, or have you always just had it?
- Would it give pleasure to someone else, or could someone else use it?
- Will you have room for it when you move?
- What new things will you need to make room for?
- And maybe most important: Could you put it to better use by selling it?

It is much easier to part with treasures that are going to a good home. Ask your clients if they know anyone who would love or use them. It might be a brother or sister, a child or grandchild, a niece or nephew. It might be a friend, or a neighbor they've grown close to.

Suggest that your clients put things they want to give away on a table. Have them ask visitors to take something

they like when they leave. When they do give a gift, have them tell the person about it: who gave it to them, where they got it or what it means to them. This makes it special for the recipient, too.

When they've given away all they can to people who are close to them, have them donate the rest to nonprofit organizations. Smaller ones, like those below that few people think of, are especially appreciative.

- Amateur theater groups and high school drama clubs: anything that can be used as props, including trophies, souvenirs and vintage clothing
- Preschools, daycare centers and kindergartens: clothing for dress up.
- Libraries: used books
- Museums, historic homes and historical societies: antiques, old letters and photographs
- High schools and universities: year books

If your clients can use the extra money, tell them not to feel guilty about selling their grandmother's china. The best thing they can do for themselves is to put their possessions to work.

- Estate agents and antique stores: good quality furniture, jewelry, china and books
- Bookstores that buy, sell or trade used books: good books
- Yard/garage sale: household goods

Although many seniors dread it, thinning out can be a wonderful way to review their lives and decide what they want to make of them from this point on. Letting go allows them to share who they are, where they've been and what they've learned. It's worth the effort just for that.

Website Update: May

Kathleen Klein, Communications Director,
Into the Light Organizing Service

| | |
|---|--------|
| Home page | 4604 |
| Clicks on specific members after search | 770 |
| Find a member | 385 |
| Becoming a member | 285 |
| Calendar | 341 |
| Cumulative hits | 11,932 |



Agenda Monday, June 24, 2002

- 5:50 Registration: Please wear badge
- 6:15 Meeting begins promptly
 - President's Remarks
 - Silent Auction
 - Member Spotlights
 - Announcements *
- 7:00 Break
- 7:15 *Quality Circle*
- 8:30 Silent Auction
- 8:40 Meeting adjourned

Fourth Monday except as announced
Olympic Collection Conference Center
11301 Olympic Blvd. at Sawtelle

Parking: \$5 Look for signs to meeting.
Meeting: \$7 NAPO-LA members
\$15 Visitors/prospective members

We welcome all Professional Organizers and those interested in entering the field (no clients please). Business attire is appreciated. Networking table is available to display brochures and flyers.

* To make an announcement, please notify
Justine Miceli prior to the meeting at
JustineMiceli@napola.org
(310) 576-6043.



SILENT AUCTION: Christine R. Palen, *Chaos Control*

Jean Furuya, Special Projects Coordinator
Office Jeanie

In 1991, when a recession loomed, twenty-three year old Christine R. Palen was looking for work in the entertainment industry. She had been a personal assistant to actors, writers, and directors for the past year and one half, since graduating from UCLA. She was looking for a "real W-2" full-time job.

Dear old Mom never fails in her resources. One March day a newspaper clipping appeared in Christine's mailbox; compliments of Mom. The article, from the *San Francisco Chronicle*, was about two women who run their own businesses in Los Angeles and call themselves "professional organizers." "Hey, sounds like something you could try," said dear old Mom. Known to follow her Mom's sage advice (minus the teenage years of course), Christine called the "professional organizers" in question and attended at a NAPO meeting the following month. Chaos Control® was born!

For more than a dozen years, Christine Palen has empowered hundreds of creative and successful individuals and companies to become organized and stay that way. Christine coaches her clients to lead more fulfilling and productive lives by helping them clarify and simplify. Her unique and playful approach enables her clients to conquer chaos with confidence, clarity, and celebration.

In 1998, Christine teamed up with fellow organizer Amy Siu to present dynamic workshops to corporations and associations. Popular topics include life balance, team-building and time management. Audiences such as Toyota, Mattel, Franklin-Covey and many Los Angeles city and county departments have benefited from Amy's and Christine's expertise.

Christine has a no-holds-barred attitude in her life right now and is open to all questions that a Silent Auction bidder might have about the organizing profession. A veteran organizer, she will share her successes and challenges in growing her business and support any fellow colleague in his or her quest for success.



BEWARE OF YOUR PRIVACY: Update 2002

Glorya Belgrade Schklair
The Practical Organizer, Inc.

In both June and July of 2001, I contributed articles to the *LA Organizer* on the subject of becoming educated about the sale of your personal information by your bank, credit card companies, credit agencies and any other institution that may be in possession of your personal information. As a service, organizers can and should bring this important information to their clients.

The 1999 federal law requires companies to inform customers by July 1 of each year of the opportunity to "opt out," which would prohibit companies from selling information to unrelated firms. The same law allows firms to share data with their own subsidiaries. Fewer than three percent of customers opted out when they were given the chance last year.

In March 2002, Citibank agreed to pay \$1.6 million to settle complaints by twenty-seven states that it had been providing private data to telemarketers who used the information to mislead customers into buying all sorts of things. Some banks—most notably Bank of America—are voluntarily declining to sell information.

Privacy Rights Clearinghouse (privacyrights.org) and Junkbusters Corp (junkbusters.com) are two groups that

have posted sample opt-out letters and mailing addresses. To notify all four credit reporting agencies to take you off their marketing mailing lists, call their toll-free number: (888) 567-8688. Expect them to ask for your social security number. Imagine, even the credit reporting agencies have been making a profit by selling our information: scary!

Here's a note from personal experience. Four or five times in the last year, I have ordered catalogue items. Each time, when I was in the process of providing personal information, I asked if there was a spot on their computer screen that allowed me to check the opt-out feature: there was, and I did.

Those notices are starting to show up in the mail now and will inundate many households. Watch for your opt-out opportunities. Protect your privacy!



NAPO-LA RECYCLES

Our Chapter just started a new inkjet and laser cartridge recycling program! We will have postage-paid mailer bags for inkjet cartridges at all meetings. All you need to do is pop the old cartridge in the bag, seal it, and drop it in the mailbox. Take a few for yourself and pass some along to your clients. Most people like to recycle—especially when it is this easy!

You can bring laser cartridges that are ready for recycling to the next meeting and look for the display. This is a great way to help the environment!

Membership Report

Marilyn Crouch, VP Membership
Avenues to Organization

| | |
|--------------------------|----|
| May Meeting Attendance | 46 |
| Members | 26 |
| Guests | 13 |
| New Members | 07 |
| Total Membership NAPO-LA | 88 |

Happy Birthday to You!

June

Aggie Lathrop **5th**
Dolores Kaytes **10th**
Alexis Joseph **11th**

July

Bonnie Moureau **5th**
Ann Gambrell **12th**
Diana Ryan **17th**

August

Christina Reiter **2nd**
Mary Xanthos **5th**
Barbara Glass **7th**
Sally Tilden **14th**
Kathleen Klein **16th**
Jane Reifer **17th**
Mikki
Lesowitz-Soliday **23rd**

Calendar

June

Rebuild Your Life Month
World Environment Day 15th
Power of Smile Day 15th
Board Meeting 2:30 pm 24th
Chapter Meeting 6:15 pm 24th

July

Cultivate Your Character Month
National Take Charge Week 7th-14th
Cheer up the Lonely Day 11th
Board Meeting 2:30 pm 22nd
Chapter Meeting 6:15 pm 22nd

August

Home Business Month
Garage Sale Day 10th
National Ask Day 20th
Board Meeting 2:30 pm 26th
Chapter Meeting 6:15 pm 26th



WELCOME TO OUR NEW MEMBERS

Marilyn Crouch, VP Membership, *Avenues To Organization*



Kathleen Bauer

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Santa Clarita, CA 91387
(661) 299-4782
Kathleenb@productivitylink.com

Heather Thompson

Organization Matters
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Sherman Oaks, CA 91403
(818) 621-7185
hlthompson@pacbell.net

Tamara Zook

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Los Angeles, CA 90027
(323) 665-4455
tamara@tamarazook.com

Kathleen Bauer set up filing systems, created office procedures and taught real estate agents goal setting and time management as assistant personnel manager at Merrill Lynch Realty. She learned computerized document management and software training as an office manager for a Beverly Hills law firm. She has trained clients to use a variety of software programs. She has given seminars on time management, sales and presentation skills.

Kathleen is a member of the American Society for Training and Development and Toastmasters International. Her degree in Merchandise Management is from the Fashion Institute of Design and Merchandising.

Heather has been an unofficial organizer in the corporate world for ten years. She restructured and reorganized the departments she managed, ensuring their profitability and efficiency. Now she wants to help business owners, executives and companies become more organized.

Heather is available to help with time/goal management, records management and overall corporate or home office organization. She can also work with companies to teach their employees to be more organized and efficient.

As an administrative assistant for more than twenty years, Tamara became a favored resource among her professional colleagues when it came to bringing order into their lives. With years of experience in both personal growth and life coaching, Tamara now works to create a space and place for her clients to fulfill their dreams. Her four-week program, Dream Respect©, supports, teaches and creates important skills so that her clients can manage their paper and time effectively, thus allowing those dreams to be realized.

QUICK & EASY MEALS

Esther Simon, *The Traditional Home Organizer*



This is Part 2 of a two-part series.

Preparing quick and easy meals will be simple when you follow these time- and family-tested ideas.

Prepare a Master List. Menu Plans are an important aspect of making quick meals. One of the best time-saving tools is to make a list of about fifteen to twenty basic meals that your family likes to eat regularly. You may want to have a family meeting to accomplish this. It helps everyone know what to expect, and it will give you a clue about what to alter. I call these my rotation meals. I keep the recipes for them in one file box and a list of them in my planner/organizer. Whenever I am at a loss for what to make for dinner, I look at that list. Add to this a list of all the major ingredients you use in your everyday cooking, making a master shopping list. In addition, keep a running list in a prominent place where the whole family can add their shopping reminders as needs arise. I put it all in the computer and print it out every week.

Plan your menus for one or two weeks ahead of time. By planning your market list and schedule you can eliminate the frustration of not having food in your house and not knowing what to cook. This will also reduce your trips to the store.

Always allot a time to go to the market and never go when hungry! At the store, a good time saver is to offer to pack your own groceries, putting like items together—all paper supplies for the upstairs bathroom go in one bag, frozen items in another, fruits and vegetables together.

Plan Ahead, Buy Bulk. Deciding what to cook in advance helps in many ways. One advantage is that it allows you to have the ingredients for healthy and

nutritious meals on hand. You will also save money. Try once-a-month, or bulk, cooking. Plan your meals two weeks ahead and make twice as much. This way, you can take advantage of bulk shopping, restaurant-size cans and quantity buys on fresh fruits and vegetables from wholesale clubs. (But first, evaluate whether you have storage space for bulk shopping or really use that item often.) There is also less waste when cooking several meals at once. For example, when making chicken you can use the bones for soup. Once your main dishes are planned, you will have more time to make fresh side dishes or dessert.

A different approach is once-a-week planning. There are five basic meals I know my family eats happily. I have therefore designated a dish for each day, and I repeat them every week. On Mondays we have spaghetti, soup and garlic bread; on Tuesdays, it's fish, rice and a vegetable, and so forth. I am comfortable with this schedule since I know what to make, and my children know what to expect, although I do vary the soups, salads and vegetables. Since I make a few courses, the children can pick and choose; but if there is a real complainer among them, they are offered bread and butter for dinner! Make plenty, as it is always nice to have leftovers for lunches.

Develop Quick & Easy Meals. These are usually one-pot meals with fewer ingredients. They often take less time—usually twenty minutes—to cook. A slow cooker really helps with one-pot meals; place a whole grain like brown rice in the pot, add the appropriate liquid, and cook slowly while you do other things. Slice carrots, onions, summer squash, or zucchini in the food processor and store in a plastic bag in the fridge.

You will always be ready to make a quick soup or stir-fry in the wok. There are many cookbooks and magazine articles on one-dish or quick meals. The key is to think simple and plan ahead.

Use Freezer Space Wisely. This is best done with smart storage containers. If you have limited room, you can use freezer bags stacked on top of each other. Use baskets or boxes to help you keep like items, such as all leftovers, together. It is always good to have one emergency meal in the house in case you get sick or can't get out. Just remember to store what you eat and eat what you store!

Keep Recipes Handy. Here are three often-used methods for recipe storage. *The Recipe Binder* is a three-ring notebook with sheet protectors, divided by tabs for your categories, such as appetizers, meats, fish, poultry and desserts. You can cut out a magazine article and slide it in a sheet protector, keeping it clean. *A Recipe Box* is the old fashioned method to store frequently used recipes. You can cut and paste recipes onto cards or laminate them so they hold up longer. Using *A Recipe Database* on your computer allows you to find and print your recipe quickly. You can buy special software to add to your recipes; create menus and shopping lists; and keep track of cholesterol, fat and calories.

Keep Healthy Snacks on Hand. My favorite snacks for kids are fruit, chips with healthy dips, popcorn, crackers and cheese. Make smoothies with soy, yogurt and fresh fruit. Nuts and raisins, cut up vegetables, and fruit with cereal are also good snacks. Try to stay away from expensive snacks that are high in sugar and fat. Home-baked banana or carrot muffins are good snacks, too.